

MEMORANDUM FOR: Training Liaison Officers

SUBJECT: Current Policies Pertaining to External Training

This memorandum is to inform you of policies that prevail in relation to external training. It is believed that wider understanding of these policies will assist in selection by offices of persons to be nominated for programs at external facilities.

A. The following policies govern full-time training of Agency personnel at non-CIA facilities:

1. Only personnel for whom requests for full-time training have been approved without condition or qualification shall be considered or recommended by the Director of Training for assignment to Career Development slots. Approval of training on probationary status shall preclude consideration for these slots.
2. All requests for full-time training shall be endorsed and recommended by the Division Chief, Staff or Office Career Service Board, and Office Heads or Staff Chiefs concerned in order to be considered for approval by the Director of Training. An Office Head or Staff Chief may designate responsibility to his Deputy or Training Liaison Officer; the Deputy or Training Liaison Officer may indicate Career Service Board endorsement.
3. All requests for full-time training shall be reviewed by a qualifications review panel prior to approval. The panel shall normally include the Chief, External and Language Training Division, OTR, and The Chief, Assessment and Evaluation Staff, OTR. Appropriate supervisors and/or division chiefs and the Training Liaison Officers concerned normally will be invited to review qualifications with the panel.

B. The following policies govern all (full-time and part-time) training of Agency personnel at non-CIA facilities:

1. Personnel who fail to maintain minimum standards of performance in training programs at non-CIA facilities shall be placed on probation and shall, unless such standards are met by the next grade-report period, be suspended. Consideration for reinstatement in the training program shall require an acceptable grade-report of personally-financed training to the extent of six credit hours or

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the equivalent. After reinstatement, failure to maintain minimum standards shall result in termination of training. ("Minimum standards" means a performance rating averaging "B," "SCS," "Satisfactory," or the equivalent. "Probation" means, a trial period for one term following failure to maintain minimum standards.)

2. Personnel to be considered for training at non-CIA facilities must be able to meet academic requirements, standards, and prerequisites of the institution and of the particular program concerned.
3. Only personnel who are members of the CIA Career Staff shall normally be eligible for training at non-CIA facilities. This status must be indicated as part of the request. Personnel who have served with the Agency for more than one year, but less than three years, shall be considered for such training only under exceptional circumstances and justification.
4. Persons will not be sponsored by the Office of Training for programs in which thesis-writing to meet degree requirements is the major activity. (This does not preclude the office of the person concerned assigning the individual on TDY status to write a thesis when such is of direct interest to the office and is produced under its supervision.)
5. Office of Training sponsorship of training will be limited to substantive training having a direct bearing on the individual's usefulness to the Agency. It will not include collateral academic work required to qualify for degree-candidate status or to meet degree requirements (such as language courses taken primarily to prepare for degree language examinations).

MATTHEW BAIRD
Director of Training

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MEMORANDUM FOR: Training Liaison Officers (For Information)

SUBJECT : Selection Procedures for Full-Time External Training

1. This memorandum is to inform you about certain aspects of the process of selecting persons for full-time training, with belief that this information will assist you in selecting candidates and in preparing and submitting requests. The procedure discussed herein has been developed as a service (a) to offices desiring to determine whether or not persons under consideration for training are, in fact, qualified, and which may be best qualified, (b) to individuals wishing consultation and guidance based on objective, thorough evaluation of their capabilities, and (c) to the Agency in assuring that only fully qualified persons are selected for specialists training. Offices are at liberty, and in fact, encouraged to employ this procedure as a means of determining acceptability prior to actual submission of a formal request for training.

2. The qualifications of all candidates for full-time external training are considered by a Qualifications Review Panel. The panel consists of the Chief, External and Language Training Division, the Chief, Assessment and Evaluation Staff, and such other persons as seem appropriate. Normally, appropriate Training Liaison Officers, Division Training Officers (DD/P), and supervisors (branch chiefs or above) are invited to participate in the review of qualifications.

3. Responsibility of the Qualifications Review Panel is simply to determine whether a candidate appears to be mentally qualified to perform creditably the training assignment for which he is being considered. Review is made specifically in terms of the particular training under consideration and of the objectives with reference to the candidate's assignment after training. It does not specifically evaluate qualifications for other types of training, except as alternative types of training may be suggested by the review as more appropriate in terms of qualifications and objectives. This panel, furthermore, does not concern itself with other considerations involved in determining approval or disapproval, and consequently the panel itself does not recommend approval or disapproval.

4. Evidences of qualification considered by the Panel include:

- a. record of academic training above high school
- b. results of EOD tests (Tests are given every Friday. Persons who have entered the Agency since April 1953, are required to take these tests)
- c. results of Language Aptitude Tests (only for persons whose proposed training includes language)
- d. records of previous Agency training

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- e. fitness reports (or efficiency ratings)
- f. pertinent material in personnel files

Offices or individuals are responsible for providing a, e and f, at least one week prior to consideration of a candidate, and for arranging for b and c at least two weeks in advance.

5. The Panel normally meets on the fourth Thursday of each month in the office of the Chief, EMD. Cases offered for consideration of the Panel should be brought to the attention of the Chief, EMD at least one week prior to date of meeting. At the same time data required by the panel should be available.

MATTHEW BAIRD
Director of Training

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